

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 September 1957

FROM : Chief, Operations Support Faculty

25X1

SUBJECT: Weekly Report No. 36, 27 August - 3 September 1957

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1. The Training Manual pertaining to supply procedures for Field Case Officers has been submitted in final form to [redacted] 25X1 for review and publication. Official concurrence has been obtained of the Supply Division, Office of Logistics and [redacted] Chief 25X1 CI Staff, [redacted]

2. The film "House on 92nd Street" has been reviewed and determination made to use it in Operations Support #28 to replace "Undercover." [redacted] 25X1 and [redacted] are editing the script and preparing the test questions to be used with this film. After a trial run of this film, copies of this script and test will be made available to [redacted] for field dissemination if desired.

3. [redacted] ran a Cable and Dispatch Refresher for [redacted] 25X1 secretaries from the Comptroller's Office on 27 and 28 August. [redacted] 25X1

4. Budget and Finance Procedures #4 started 3 September with an enrollment of [redacted] students. [redacted] students were originally scheduled to participate but at 4:30 P. M. on Friday, NEA Division cancelled their [redacted] students. One NEA student had not passed the Medical so had not been assigned to the Division.

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5. Operations Support #27 was completed on 30 August.

6. Administrative Procedures #74 will begin 9 September. The enrollment to date is [redacted] 25X1

7. [redacted] completed Operations Support #27 on 30 August. She will participate in Administrative Procedures #74 by giving the lecture on Dispatches and Name Checks. 25X1

8. [redacted] gave the Foreign Assignments talk in the Dependents' Briefing on 3 September.



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